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TITLE: COFL-GTL-EP-4.4.2-1 Competence Training & Awareness Procedure

Person responsible: Regional Wastewater Facility Manager

Area of application: George T Lohmeyer Wastewater Treatment Plant (GTL)

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	8/7/15	Minor corrections to document.
002	4/25/16	Added wellfield to GTL Fenceline (Section 2.3). Added additional training duties to GTL Team member (as needed) in Section 5.3.3.

Recurring action items ESMS

Activity	Responsibility	Frequency
1. Develop and evaluate annual training plan	ESMS Core Team /Regional Wastewater Facility Manager	Annually
2. Provide training and refresher training as appropriate	Regional Wastewater Facility Manager / ESMS Coordinator	Annually
3. Job Specific Training	Regional Chief Wastewater Operator	Annually and as needed
4. Review training progress	Regional Wastewater Facility Manager /ESMS Coordinator	Quarterly
5. Coordinate new employee training with Human Resources	ESMS Coordinator /Regional Wastewater Facility Manager	As needed



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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to environmental *Competence, Training and Awareness* for GTL.

2.0 Scope

- 2.1 This procedure is responsive to ESMS element EP **4.4.2 Competence, Training and Awareness**, of the ISO 14001:2004 standard and covers operations of GTL.
- 2.2 This procedure pertains to persons working for or on behalf of GTL and the decisions that will influence activities, products and services of the facility.
- 2.3 Persons working for or on behalf of GTL includes full-time, part-time and temporary employees located at GTL and wellfield as well as contract personnel working on the City's behalf or providing services.
- 2.4 The design and delivery of ESMS training program will ensure that personnel have the required competencies to effectively carry out the tasks and responsibilities associated with job descriptions defined in **COFL-GTL-EP-4.4.1-1, Resources, Roles, Responsibilities and Authority Procedure**.



3.0 Responsibility

- 3.1 The **ESMS Core Team and Regional Wastewater Facility Manager** are responsible for developing and maintaining the **COFL-GTL-ED-4.4.2-3 Annual ESMS Training Plan**. The Annual ESMS Training Plan will ensure employee awareness, identify training needs and maintain the training schedule.
- 3.2 The **ESMS Coordinator** and the **Regional Wastewater Facility Manager** are responsible for evaluating and updating the Annual ESMS Training Plan, training materials and schedule at least annually to ensure its continuing adequacy.
- 3.3 The **ESMS Coordinator and Regional Wastewater Facility Manager** will implement the Annual ESMS Training Plan by October of each year. The ESMS Coordinator is responsible for coordinating the scheduling and implementation of environmental training with the Regional Wastewater Facility Manager.
- 3.4 **Regional Chief Wastewater Operator** shall determine competence for employees whose jobs are associated with significant aspects. Only competent employees will be permitted to do work that is associated with significant aspects. When determining competence, Regional Chief Wastewater Operator shall consider factors such as training, education, experience and observation.
- 3.5 The **ESMS Coordinator** will maintain the employee training records.
- 3.6 The **ESMS Coordinator** will maintain ESMS Awareness training records for City of Fort Lauderdale contractors, suppliers and vendors.

4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 **The Annual ESMS Training Plan will be divided into four categories:**
 - 5.1.1 **General ESMS Awareness** –City of Fort Lauderdale employees will receive basic ESMS training and ESMS training will be included in orientation training provided for new employees;
 - 5.1.2 **Job-Specific ESMS Training** – Significant Aspects and Standard Operating Procedures.
 - 5.1.3 **Emergency and Regulatory-Required Training** – Responders or those most likely to be exposed to an emergency situation
 - 5.1.4 **Contractor ESMS Training** – for approved contractors, suppliers, and vendors.
- 5.2 **General ESMS Awareness**
 - 5.2.1 The initial **General ESMS Awareness** training will be conducted for employees, especially employees that interact at GTL. The ESMS Core Team, GTL Team, Regional Wastewater



Facility Manager and ESMS Coordinator will coordinate and conduct the training.

- 5.2.2 New employees will receive **General ESMS Awareness** training as part of the New Employee Orientation training.
- 5.2.3 Ongoing **General ESMS Awareness** training will be conducted according to the Annual ESMS Training Plan and will include training on the George T Lohmeyer Wastewater Treatment Plant 's:
 - a) Citywide Environmental & Sustainability Management Policy
 - b) Significant Aspects and environmental impacts of work activities
 - c) Relevant Objectives, Targets and Programs
 - d) Roles and Responsibilities
 - e) General ESMS performance
 - f) Environmental benefits of improved personal performance
 - g) Potential consequences of deviating from operating procedures
 - h) Emergency preparedness and response requirements

5.3 **Job-Specific ESMS Training**

- 5.3.1 Employees whose work may create a significant impact on the environment should have the necessary skills, experience and awareness to perform their duties in a manner that conforms to the City's Environmental & Sustainability Management Policy and Standard Operating Procedures under normal, abnormal and emergency working conditions.
- 5.3.2 **Job-Specific ESMS Training** for Standard Operating Procedures will be monitored and tracked by the Regional Wastewater Facility Manager and coordinated with the ESMS Coordinator.
- 5.3.3 Regional Chief Wastewater Operator will conduct **Job-Specific ESMS Training** on the Standard Operating Procedures for the employees under their supervision. Regional Chief Wastewater Operator may assign **Job-Specific ESMS Training** duties to a GTL Team member as necessary. The Regional Chief Wastewater Operator will train their employees using training subject matter and material approved and/or provided by the ESMS Core Team, GTL Team, Regional Wastewater Facility Manager and ESMS Coordinator. Regional Chief Wastewater Operator will ensure that **Job-Specific ESMS Training** is effective and relevant for employees whose work may create a significant environmental impact.
- 5.3.4 Regional Chief Wastewater Operator shall determine and schedule **Job-Specific ESMS Training** for their employees upon initial assignment, reassignment to new duties and responsibilities, assignment of new tasks or annually as appropriate.

5.4 **Emergency and Regulatory-Required Training**

- 5.4.1 Employees who are directly involved in responding to an emergency situation or require regulatory training should have the necessary skills, experience and awareness to carry out the environmental activity.
- 5.4.2 Employees who are directly involved in responding to an emergency situation or who are more likely to be exposed to an emergency situation, as identified in the **COFL-GTL-EP-4.4.7-1 Emergency Preparedness and Response Procedure**, will receive the necessary and required training per the specific emergency plans.



5.5 Contractor ESMS Training

- 5.5.1 Approved contractors, suppliers and vendors working on projects that involve significant environmental aspects on behalf of the George T Lohmeyer Wastewater Treatment Plant will be briefed on the GTL ESMS; *Environmental Policy*; relevant *Objectives, Targets and Programs*; and appropriate Standard Operating Procedures. Contractor communication, briefings and training will be documented as per **COFL-GTL-EP-4.4.6-2 Contractor Management Procedure**.

5.6 Competence

- 5.6.1 Regional Chief Wastewater Operator will determine the competence of employees based upon their observation and evaluation of the employee's ability to carry out environmental management functions.
- 5.6.2 As revisions and changes are required for ESMS procedures and Standard Operating Procedures, the Regional Wastewater Facility Manager and ESMS Coordinator will revise the Annual ESMS Training Plan as necessary. Training on the revisions and changes will be directed by the ESMS Coordinator and Regional Wastewater Facility Manager as specified in recurring action item no. 2 (this procedure).
- 5.6.3 Reassigned employees from other departments receive **Job-Specific ESMS Training** from the Regional Chief Wastewater Operator as part of their new assignment if needed.

5.7 Training Records

- 5.7.1 ESMS training for GTL employees will be documented by use of the **COFL-GTL-ED-4.4.2-2 (F) Training Sign-in Sheet**. The Regional Chief Wastewater Operator conducting the training will forward the completed sign-in sheets to the ESMS Coordinator. The original sign-in sheets will be maintained by the ESMS Coordinator as ESMS records.
- 5.7.2 The ESMS Training records will be audited as per **COFL-GTL-EP-4.5.5-1 Internal Audit Procedure**.

6.0 References / Related Documents

- 6.1 Individual Employee Training Records maintained at GTL
- 6.2 COFL-GTL-EP-4.4.7-1 Emergency Preparedness and Response Procedure
- 6.3 COFL-GTL-EP-4.4.1-1 Resources, Roles, Responsibilities and Authority Procedure
- 6.4 COFL-GTL-EP-4.4.6-2 Contractor Management Procedure
- 6.5 COFL-GTL-ED-4.4.2-2 (F) Training Sign-in Sheet
- 6.6 COFL-GTL-EP-4.5.5-1 Internal Audit Procedure
- 6.7 COFL-GTL-ED-4.4.2-3 Annual ESMS Training Plan
- 6.8 COFL-GTL-ED-4.4.2-4 Competence, training and awareness Annual Review Maintenance